



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: October 20, 2014

HSS 14 043

LABORATORY SCIENTISTS TO PERFORM MOLECULAR, MICROBIOLOGICAL, AND
CHEMICAL ANALYSIS AT THE DELAWARE PUBLIC HEALTH LABORATORY

FOR

DIVISION OF PUBLIC HEALTH

Date Due: October 22, 2014
11:30AM

ADDENDUM # 1

Please Note:

THE ATTACHED SHEETS HEREBY BECOME A PART OF THE ABOVE
MENTIONED BID.

Responses to questions received by the Questions Due deadline of
October 17, 2014 are attached.

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PROCUREMENT ADMINISTRATOR
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Laboratory Scientists to Perform Molecular, Microbiological, and Chemical Analysis at the Delaware Public Health Laboratory

RFP # HSS 14 043

Questions and Answers

- 1) Why is the State of Delaware conducting this RFP? (i.e. Cost reduction, dissatisfaction with existing Public Health Lab, reduce management or turnaround time).

Answer - The State of Delaware is not allowing the creation of any new merit positions hence we need to hire contract positions.

- 2) Where will the Public Health Lab for this bid, be located?

Answer - Smyrna, Delaware. (30 Sunnyside Rd)

- 3) If there is currently, no facility in place, will the bidder be responsible for supplying the laboratory instrumentation, supplies, and location?

Answer - No. The facility is in place, supplies, instruments are all on site and already available.

- 4) In terms of determining the number of scientists to employ, what is the size of the facility?

Answer - There are approximately 50 merit employees at the Laboratory. Currently we have 4 contractual positions; this will vary depending on grant funding.

- 5) In Appendix A, there is a line for supplies and contractual expenses. Are bidders not only to supply laboratory personnel?

Answer - Bidders are to supply only laboratory personnel.

- 6) Will the bidder be responsible for implementing Laboratory Information Management System?

Answer - The Laboratory already has a Laboratory Information Management System.

- 7) If the laboratory equipment is not supplied by the state, will the bidder be able to purchase instrumentation and training from vendors at reduced price?

Answer - No. Instrumentation is supplied by State and Federal funding

- 8) Can Delaware Health and Public Services please confirm that the preferred method of submission is via CD? Will you accept any alternative forms of submission such as electronic files/documents (email) or zip/flash drives?

Answer – CD is the preferred method of submission. We will not accept alternate forms of submission. As stated in Section VI. A of this RFP, bidders are to submit their proposals as follows:

Two (2) original **CDs** (Each Labeled as “Original”) and six (6) **CD** copies (Each labeled as “Copy”). In addition, any required confidential financial or audit information relating to the company and not specifically to the proposal may be copied separately to one set of up to three (3) additional CDs (Each labeled “Corporate Confidential Information”). All CD files shall be in PDF and Microsoft Word formats. Additional file formats (i.e. .xls, .mpp) may be required as requested.

It is the responsibility of the bidder to ensure all submitted CDs are machine readable, virus free and are otherwise error-free. CDs (or their component files) not in this condition may be cause for the vendor to be disqualified from bidding.

Bidders will no longer be required to make hard copies of their proposals **with the exception that** one copy of a Cover Letter along with one copy each of the **completed and signed Bidders Signature Form (Appendix C), Certification Sheet (Appendix D), and Statements of Compliance Form (Appendix E)** be submitted in **hardcopy with original signature with their CDs. Please also include PDF versions of these forms on your CDs.**

The cover letter should include: bidder recognition of all addenda posted on the RFP website (<http://bids.delaware.gov>.) relative to this RFP, a statement confirming the proposal remains effective through the date shown in **(D)** below, a statement the bidder has or agrees to obtain a Delaware business license if awarded a contract, a statement confirming pricing was arrived at without collusion.

The responses to this RFP shall be submitted to:

Procurement Administrator
Division of Management Services
Delaware Health and Social Services
Main Administration Building, Sullivan Street
Second Floor, Room 257
1901 North duPont Highway
New Castle, DE 19720

- 9) To confirm, bidders are to list any contracts awarded by the State of Delaware departments in the past three years?

Answer – As stated in the Notification of Bidders section on Page 2 and in Section IV. F, yes, Bidders shall list all contracts awarded to it or its predecessor firm(s) by the State of Delaware; during the last three years, by State Department, Division, Contact Person (with address/phone number), period of performance and amount.

If a Bidder has not had a contract with the State of Delaware during the last three years, please include a statement to that effect.

- 10) Can you please provide an anticipated amount of spend related to this RFP?

Answer - It is dependent on Federal and State funding. Currently we are spending approximately \$250,000 annually.

- 11) Can you provide a breakdown of anticipated hours for each of the positions listed in the RFP?

Answer - Full time positions will be 37.5 hours per week but there may be opportunities for part time.

- 12) Please confirm that a bidder may bid on all requested tests or only on tests they themselves can either perform or routinely subcontract. As an environmental testing laboratory we have no subcontractors for serum or PCR testing or similar types of analyses.

Answer - The RFP is for contractual personnel to perform testing on site at the Delaware Public Health Laboratory. Testing will not be contracted out to another laboratory.

- 13) Also the price proposal sheet included in the bid specifications does not conform with the normal pricing standards for this field. Can we supply an alternative price proposal for this contract?

Answer – Yes, an alternative price proposal can be submitted.

- 14) In reference to the above listed RFP, can you provide an estimate as to the number of employees expected for this requirement?

Answer - Currently we have 4 contractual positions this will vary depending on grant funding. In the past we have had six.